

KELMS User Group

February 22, 2017



Agenda

Welcome & Opening

KELMS

Statewide Training

Certificate of Supervisory Essentials Galen Linville

KELMS Upgrade & Demo

Online User Group

Chris Johnson

Wes Swarner

Varied Speakers

Kathy Hutcherson

Elizabeth Cram



KELMS – Wes Swarner

- Historical Info
- Designated Support Contacts
- Reminders
 - Problem Resolution
 - Contractors
- Over 400 KELMS Users
- Continued improvement in functionality



Personnel Cabinet – Robbie Perkins



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- iSTEP = the Information, Security, Training, Education, Policies/Procedures Portal
- What is iSTEP?
 Your tool for awareness, training, and understanding of Personnel Cabinet and Enterprise IT policies and procedures
- Your training and acceptable use agreement for access to Personnel Cabinet's Enterprise HR systems
- These policies and procedures ensure compliance with both state and federal laws and regulations to safeguard PHI, personal identifiable data, and/or confidential data
- Trains you on the steps to protect sensitive data

Personnel Cabinet – Robbie Perkins



- Educates users on how to prevent security incidents and what to do if there is an incident and ultimate breach
- Ensures compliance with the Protection of Personal Information Security and Breach Investigation Procedures and Practices Act
- Who must complete?

All Personnel Cabinet staff and all external users of any and all Personnel Cabinet Enterprise HR systems shall complete yearly to retain access to those systems

Take away...

You are the front line of defense when it comes to the Personnel Cabinet's most sensitive data including your own!



ODET – Training – Jeanne Olivas

- Workshops scheduled through 2017
 - https://personnel.ky.gov/Pages/ODE-Training.aspx
- Workshop Catalog
 - https://personnel.ky.gov/ODET/ODET%20Course%20Catalog.pdf
- State Park Resort Training
 - Six different workshops @
 - Jenny Wiley
 - Lake Cumberland
 - Pennyrile



Employees

DHRA strives to ensure employees are aware and knowledgeable of important human resource topics.

HR Courses - CBT

- Accurate Time Reporting*
- Family and Medical Leave Act (FMLA)
- Overview of Executive Branch Ethics*
- Security Awareness*

KHRIS Employee Self-Service - CBT

Tutorials and instructional guides on ESS page
 https://personnel.ky.gov/Pages/learning-KHRIS-ESS.aspx

Performance Management - CBT

Employee Performance Evaluation Orientation**

*All employees are required to complete this course

**All employees who are eligible for the evaluation system are required to complete this course



Managers

DHRA strives to ensure managers are aware and knowledgeable of important human resource topics.

KHRIS Manager Self-Service - CBT

Tutorials and instructional guides on MSS page

https://personnel.ky.gov/Pages/learning-KHRIS-MSS.aspx

Performance Management

- Performance Matters Supervisor Evaluation Training ILT (full-day classroom training)*
- Performance Matters Refresher Training ILT (2-hour classroom training)
- Performance Management Supervisor Evaluation Training CBT

* All evaluators are required to complete this course before completing any phase of the evaluation process



- Human Resources Staff
 - **KHRIS Training**
 - KHRIS Basics of Navigation CBT (prerequisite to all KHRIS ILT)
 - KHRIS Human Resource Generalist (HRG) Training ILT
 You must successfully complete the full course in order to obtain the HRG security
 role in KHRIS. Once that role is obtained, the individual courses may be taken as
 refresher courses at any time they are offered. This is a weeklong course,
 comprised of the following:
 - Organizational Management (OM) 100
 - Personnel Administration (PA) 100
 - Time Management (TM) 100
 - Payroll (PY) 100
 - Benefits Administration (BN) 100



- Human Resources Staff KHRIS Training
 - 200 Level Courses ILT

These advanced courses are intended to build on the level 100 courses. Prior to attending, KHRIS HRG training must be successfully completed and the employee must have at least six months experience working with the HRG role.

- Organizational Management (OM) 200
- Personnel Administration (PA) 200
- Payroll (PY) 200



- Human Resources Staff
 KHRIS Training
 - Time Administrator Training ILT
 You must successfully complete this one-day course in order to obtain the TMA security role in KHRIS. Once that role is obtained, employees are encouraged to attend the course again as a refresher.
 - Time Keeper Training ILT
 You must successfully complete this one-day course in order to obtain the TMK security role in KHRIS. Once that role is obtained, employees are encouraged to attend the course again as a refresher.

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Human Resources Staff

COS Training - CBT

- COS Basics of Navigation for Agency Level 1 & 2 User Types
- Agency Level 3 and 3 eLink User Types
- Agency Level 4 User Types
- Online COS tutorials are required for all agency level user types
- These tutorials must be taken through KELMS in order to track completion
- Access to COS will be revoked if these are not completed



- Upcoming Trainings
 Managers
 - Position Description Training for Managers CBT

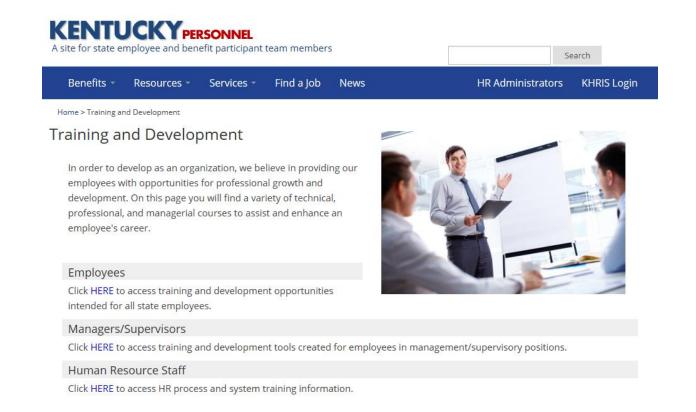
Human Resources Staff

- Worker's Compensation BuyBack Process Training ILT
- Fundamentals of Payroll ILT



 Please visit the Personnel Cabinet's Training and Development page for additional information

https://personnel.ky.gov/pages/learning.aspx



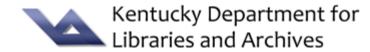


Kentucky Employee Assistance Program – Trina Koontz

- Classroom Workshops
- Webinars
- Wellness points



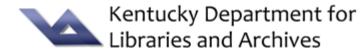
Kentucky Department of Library & Archives – Alicia McGrath



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- We input webinar attendees into KELMS <u>after</u> the webinar.
- Any attendees from webinars that are listed on our training calendar will be entered into KELMS (http://kdla.ky.gov/employees/Pages/TrainingEventsCalendar.aspx)
- This can take us up to a couple of months to get done. Please be patient with us.

Kentucky Department of Library & Archives – Alicia McGrath



- Look for our course titles: KDLA Webinar: webinar title name
- Our course code is: 51555WEBPGDKDLA
- We partner with KEAP to offer webinars. Those webinars have the course code: 51555WEBPGDKDLAKEAP
- If you ever have any questions regarding KELMS & KDLA, please contact me: Alicia.McGrath@ky.gov or 502-564-1727.
- Thank you!

Division of IT Governance Commonwealth Office of Technology - Phil St. John

- Two training providers were awarded the IT training contract for the Commonwealth.
- Their class offerings will be added to KELMS on the IT Training tab.
- ONLY those providers may be used to provide those specified class offerings.
- So you need to look in KELMS first before purchasing training from another source.
- If you need a specified class before it is offered you should contact the contracted provider for options.
- This does NOT apply to conference training.

Certificate of Supervisory Essentials - Galen Linville

11 Required Workshops and an Assessment

- A comprehensive list of workshops with the course numbers is provided to each participant
- 3 are online only
- 5 are face-to-face only
- Two Year Time Limit
- ODET schedules the orientation workshop and assessments
- Participants:
 - Determine which course schedules fit their work schedule
 - Submits enrollment requests to Training Liaison
- Training Liaisons:
 - Assist employees with KELMS password resets
 - Schedule workshops based on agency policies
- CSEquestions@ky.gov



KELMS 2017 Upgrade – Kathy Hutcherson

Learner/Manager

- Improved menus
- 1st time login set secret question
- New Homepage easy navigation
- Find Your Training Coordinator from homepage
- Jump to Learner Dashboard & Timeline
- New Learner Dash boarding capabilities
- To Do List = Timeline
- Catalog = Library
- Searching is much easier
- Improved catalog/library functionality
- Improvements to course registration
- Back Button



KELMS 2017 Upgrade – Kathy Hutcherson

Instructors & Training Coordinators

- User Acceptance Testing Complete
- Training Schedule Created
- Current Users Registered by Domains
- Go live
- New Users Registered
 - KELMS Access Request Forms (KARF)
 - https://personnel.ky.gov/Pages/TrainingKELMS.aspx



KELMS 2017 Demo – Kathy Hutcherson



eLearning – Elizabeth Cram



- Coming Soon: eLearning Support Group
- The Importance of our Staging Environment
 http://rod-test.sumtotalsystems.com/kygov
- Fine-Tuning our Troubleshooting
- Replacing Content vs. New Versions



Questions?

https://personnel.ky.gov

